

WEEKLY MANAGER'S REPORT TOWN OF LADY LAKE, FLORIDA

By Bill Lawrence, Town Manager

June 9, 2022

DEPARTMENT MANAGER'S REPORT: (William Lawrence)

Shout Outs this week go to Dawn Woods and Pam Winegardner who have completed the proposed budget workbooks. Pam and I will meet with the managers to review their budgets over the next week.

Year to date financial report from October 1, 2021, to April 30, 2022 shows the General Fund revenues at \$8,984,745 and expenditures at 7,463,537 with a \$1,521, 208 difference. The Utilities Fund shows revenues at \$2,938,566 and expenses at \$2,712,944 with a difference at \$111,716.

The total general fund fiscal year to date shows 58% spent with 75% of the fiscal year having lapsed. The total utilities fund fiscal year to date shows 53% spent with 75% of the fiscal year having lapsed.

Florida City and County Manager Annual Conference: I attended several great workshops. I would like to summarize one of them: "13 ways to Kill a Community" by Doug Griffiths.

1. Poor Water Quality
2. Not attracting new businesses
3. Lack of younger people getting involved with community affairs.
4. Not Assessing Community Needs and Assets
5. Residents Shopping Elsewhere
6. Appearance of Businesses and Community at Large
7. Cooperation (Building Relationships)
8. Living in the past
9. Ignoring Seniors
10. Nothing New (Encourage New Ideas)
11. Ignoring Newcomers
12. Taking No Risks (Don't want to try anything new)
13. Not Taking Responsibility

CLERK'S OFFICE (Nancy Wilson):

Commission meeting weeks are always busy, both in preparing for the meeting but especially after the meeting. It seems like recordkeeping is a nothing burger, but it does take thought and time. The minutes have been transcribed.

We also compiled and published the Planning & Zoning Meeting Packet.

We compiled and submitted the annual City Stats survey. Its purpose is to provide information to Florida League of Cities members to "provide a more accurate picture of the challenges and opportunities facing municipalities statewide." This was a group effort that required input from most departments.

Carol has taken the lead with records retention schedules and cleaning out our records where there are many duplications and files that can be archived at the library.

Jackie is Ms. Organization, and she keeps me in line. Her office skills are unparalleled. In just over two months on the job, she has become invaluable.

FINANCE (Pam Winegardner):

The Town receives its banking statements around the second week of each month. These are reconciled and journal entries are posted for interest earned, service charges, etc. When I approve the journal entries, the first thing I look for are the interest rates paid out on our investments.

SBA, which is Florida Prime, is an investment company for government entities. They are currently paying for the month of May an interest rate of .85% on our daily balances. This is up from last month from .45%, which is a big jump.

FLClass or Florida Class is our other investment company, and they posted an interest rate of .7392% for May daily balances. This is up from April's rate of .5188%.

I have stated in previously that the Town does not keep all their "eggs in one basket" due to interest rate risk, safety risk and market risk. If the market dropped severely or as has happened in the past with mortgage-backed securities, if assets are frozen, we always have other accounts. The town also has our day-to-day money known as our concentration account with Truist Bank formerly known as SunTrust.

As an accountant, a Certified Government Officer and past auditor, I go by "SLY" which is the standard we are impressed upon to follow. S for Safety first, Liquidity second and Y for yield last. We always guard our government funds, the taxpayers' money that they have entrusted us with to provide the services that they need in the Town of Lady Lake.

GROWTH MANAGEMENT DEPARTMENT (Thad Carroll):

This week the Growth Management Department put together reports and presentations for the June 13 Planning and Zoning Board Meeting including the 24.75-acre tract of land referenced as the Anderson-Smith Property that submitted annexation, future land use map amendment, and rezoning applications as well as a variance application submitted by Siddhi Riddhi, LLC for the construction of a 30-foot by 50-foot garage at 209 Oak Hill Road.

At the June 6 regular Town Commission Meeting, Water and Sewer Utility agreements were approved for the Lady Lake Square Apartments (a 288-unit apartment complex) and the RV-Boat Storage Facility (152 of enclosed, covered, and uncovered RV and/or Boat Storage units), which shows progress on these applications continuing to move forward.

Several residential landscaping final inspections were conducted that resulted in the issuance of multiple Certificate of Occupancies within the Water Oak Country Club Estates and the Hidden Oaks Subdivision.

As we start the Hurricane Season, Town Staff has been active in doing site visits and inspections to all active construction sites within the Town to make sure that they are in compliance with storm water best management practices as the projects go on. With that, tomorrow is the last day to take advantage of the Florida's Disaster Preparedness Sales Tax Holiday.

Staff issued 77 permits over the last week, and 97 inspections were conducted in the field.

HUMAN RESOURCES (Tamika DeLee):

Florida Blue will be here on Wednesday, June 22nd from 9am-12pm for our employee health screening. Water's Edge Dermatology and Vascular Vein Centers will also be in attendance. This will take place on the second floor at the Lady Lake library. Employees can earn up to 15 points toward their wellness day. The Safety Committee will meet on Wednesday, June 15th for their bi-monthly meeting. Human Resources Director Tamika DeLee will be attending the PRM annual conference in Naples, FL. The conference will take place from June 15th to June 17th. The conference theme this year is "Wrangling with Risk Management."

INFORMATION TECHNOLOGY (I.T.) (John Pearl):

The community development software implementation project continued with the Building Department (Malina Wright, Becky Higgins, and Christie Gosneigh), Code Enforcement (Lori Crain), IT (John Pearl, Leon Platt and Patrick Kauper) and the vendor Citizenseve. A "Go Live" project schedule for the Building Permits and Code Enforcement modules has been prepared by the vendor and accepted.

Staff have scheduled a site visit to Groveland, FL. later this month to solicit their feedback regarding their ongoing implementation of Tyler Technologies Incode software. Information gathered will be included in our reference report to the Steering Committee.

Andy Crogan is continuing our hardware lifecycle (HWLC) project. New computers were delivered to the Clerk's office this week. Growth Management and Human Resources machines are being prepared and will be delivered next week.

Patrick developed an initial version of a Web Map application this week to display ownership of roads within our Town boundary. We anticipate publishing this application on our website in the near future.

The GIS water system field verification project continued this week with Patrick in the field collecting GIS coordinates for various utility assets.

The IT Department currently has a Security Analyst position opening. Please see the Town's website or contact Human Resources for more information.

LIBRARY SERVICES (Aly Herman):

No report this week.

PARKS AND RECREATION (Mike Burske):

The Parks and Recreation Department has been performing general maintenance to include mowing, trimming and trash detail. Brad and Sam are working on replacing any rotten wood at the Train Depot. This does not include any wood that is up by the roof. The project is coming along well and really looks good. We will be replacing the last of the bad deck boards in the next few weeks and the deck should be good for another few years. I have the upper two soccer fields closed for turf renovation. The bottom field is currently open for play.

The Parks and Recreation Director has been finishing up on the draft for our five-year C.I.P. for park improvements. I would welcome any additional ideas for what you may like to see in the plan. After I meet with the Town Manager and the Finance Director today, it will go to the Parks, Recreation and Tree Board and then to the Commission for approval. The plan currently calls for paving improvements at the Dog Park and Harry Sacks Field, additional and improved lighting at the soccer fields, planning and construction of a community center which should include a stage for performances and a splash park or pool. The plan will also include new fencing for Harry Sacks Field at the Rolling Acres Sports Complex. We will utilize impact fees for the design of the community center, the paving projects and field lighting. The construction of the proposed community center would have to be with other budget avenues.

I will be bringing a proposal for the new park to the Commission in June. I have an idea to name the park after Atticus "Snookie" Blanton. Atticus was on the U.S.S Arizona when it was sunk on December 7, 1941. He was a Lady Lake resident and still remains on the ship in Pearl Harbor. I am also very receptive to any other names for the park if this one is not the desire of the Commission.

POLICE DEPARTMENT (Chief Robert Tempesta):

The K9 "meet and greet" was held in the Town Hall Commission Chambers today. We would like to thank all those in attendance, including Mayor Rietz, Commissioners Freeman, Hannan, and Kussard, Town Manager Bill Lawrence and Kathy Haviland from Tri-County Senior Outreach Services. It was a successful event in showcasing and introducing K9 Fast. He appeared to like all the attention that he received. Officer Ryan O'Neal and K9 Fast will be meeting with the trainers at the Pasco County Sheriff's Office next week for an introductory evaluation and to set up a training schedule.

There are two applicants processing for full-time police officer positions. Please visit <https://www.ladylake.org/departments/human-resources/police-officer-vacancy-announcement/> for more information on sworn positions. Interested applicants can obtain an employment application online. Please submit all applications to Tamika DeLee in Human Resources.

PUBLIC WORKS/UTILITIES DEPARTMENTS (C.T. Eagle):

Maintenance Department (Ted Williams, Supervisor):

Performed driveway inspections.

Roof Replacement Project at Town Hall and the Police Department Buildings. Project to begin in the coming weeks, still working through permitting currently.

Town Hall Commission Chambers Flooring Project, materials ordered, and some items are on back order. Project to begin in the coming weeks.

Made preparations and organized the Public Works Truck Rodeo Event for the children at the library this week. There was a good turn out and staff enjoys putting on this event.

Streets (Kon Scott, Travis Lacey, and Justin Wallace - Lead Operators):

Crews performed normal duties including patching potholes and road cuts, litter pickup along roadways, and tree trimming around Town.

Crews continued making repairs on Whitney Way that was damaged by tree roots from a large Oak tree.

Facilities Maintenance (Albert Rachel, Lead Operator, and Mary Levesque, Operator 1):

Continued working on landscaping at Town Hall, Public Works, and the Library. Completed work orders at Town facilities.

Motor Pool (Joe Grubb, Lead Mechanic and Billy Kohler, Mechanic):

Continuing service and repair of the Town's fleet and equipment.

Utilities – Water and Sewer (Thomas “Butch” Goodman, Supervisor):

Completed Utilities Availability Requests from prospective developers, Certificate of Occupancy close out requests, purchase orders, and work orders.

Future potential development projects coordination is ongoing with the Growth Management Department.

The IT Department and SCADA Integration Vendor, Blue Automations, continued making improvements to the Utilities SCADA system.

Distribution and Collection Systems Field Operations (Robert Barnes, Lead Operator):

The supervisor and field staff are in continuing and ongoing coordination with the Florida Department of Transportation contractors (Southland) and engineers (Metric) regarding the US 27/441 Road Widening Project.

Staff performed re-reads, work orders, distributed door hangers, and installed new water meters.

Staff took part in the Public Works Truck Rodeo Event at the Library this week along with the Maintenance Staff.

Water and Wastewater Treatment Plants (Daniel Mykeljord – Lead Water Plant Operator, Darryl Flanders – Lead Wastewater Plant Operator, and Steve Pfouts – Dual Certified Plant Operator):

Phase One of the Wastewater Treatment Plant Modifications Project, electricians finalizing work. Final testing is taking place. Phase Two of the project has been awarded to the contractor, PWC, contract signing and documentation coordination in process. Pre-construction meeting scheduled for June 16th, work schedule to follow.

Phase One of the Well #4 and #5 Project, Applied Drilling have finished out Well number 4 and have started work on Well number 5 at the elevated tank on N Clay Avenue. Phase two documents and design will be brought to Town Commission in the coming weeks for bid advertising consideration.

Administration:

The sewer line extension project on CR 25 from Fennell Blvd to Griffin Avenue being constructed by the Benchmark Group, the project has been awarded to Miller Pipeline. Pre-construction meeting took place on June 2nd. Once work begins in the coming weeks, it is a 90-day project.

The Public Works/Utilities Department currently has three job openings, there are two open positions for Utilities Collection/Distribution Technician I, and one open position for Streets/Facilities Maintenance Operator II. Please see the Town's website or contact Human Resources for more information.

Reminder that updated information regarding the FDOT US 27/441 Road Widening Project can be found here, <https://www.cflroads.com/project/238395-5>. Questions and concerns can also be submitted via this website.